ASTRO

ATS-9800
DUAL TABBER

OPERATOR MANUAL

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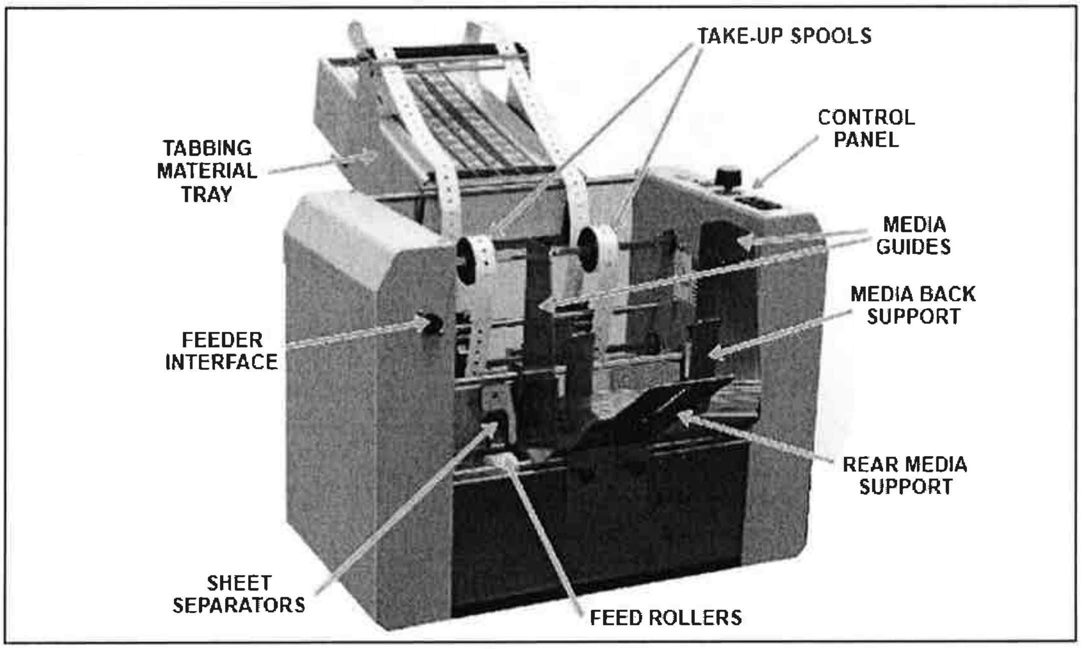
Introduction: The ATS-9800 Tabber is a tabletop tabbing machine designed for the moderate volume user. It can be used "stand-alone" or "in-line" with other devices.

The ATS-9800 Tabber applies FanFold, "tractor-fed" clear, translucent, and paper tab stocks; which have been engineered to run on the ATS-9800.

Front View



TAKE-UP SPOOLS — Winds up the tab web material (waste).

MEDIA SIDE GUIDES — Used to position the media in the Tabber and ensure straight feeding of media.

FEEDER INTERFACE — Used to control the start/stop function of optional External Feeders. Feeder must accept "dry contact" input control.

BACK SUPPORT GUIDE — Allows adjustments in stack angle, based on media type and length. Helps to force the media against the separation area.

REAR MEDIA SUPPORT — Provides the proper angle to enhance media feeding and separation.

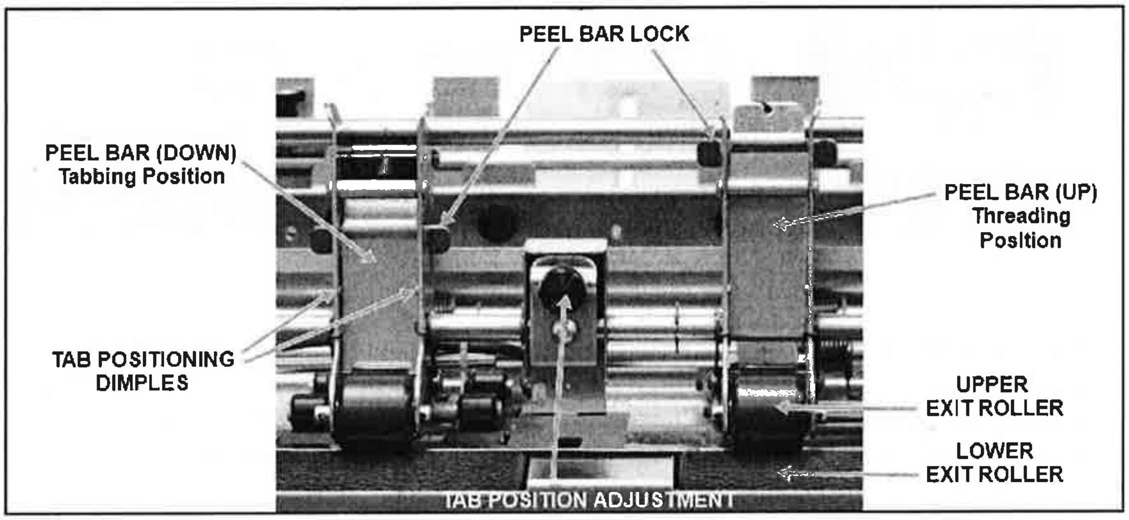
SHEET SEPARATORS — Used to separate a single piece of media from the stack.

FEED ROLLERS — Delivers the bottom piece of media from the stack, through the separation area, and under the Forwarding Rollers.

CONTROL PANEL — Used to control the operation of the Tabber.

TABBING MATERIAL TRAY — Holds the tabs box and guides the tabs web.

Tab Drive and Media Sensor Assembly Components



PEEL BAR LOCK — Used to set the Peel Bar to the threading (up) or tabbing (down) position. They lock the Peel Bar into position. Pull forward to release, then slide up or down.

PEEL BAR (UP) — Upper position allows the tab web to be fed through the opening at the bottom of the Tab Drive Assembly, and out the back; just under the Tractor Drive Roller.

PEEL BAR (DOWN) — When in the lower position, creates a sharp bend in the tab web. This sharp bend causes the tab to be released from the backing as the tab web is driven around the bottom edge of this bar.

TAB POSITIONING DIMPLES — Alignment marks used to locate the correct starting location for the tab on the web (backing).

UPPER EXIT ROLLERS — Provide the pressure to seal the tab to the top of the mail piece (media).

LOWER EXIT ROLLER —Seals the tab to the bottom of the mail piece (media) while driving the media out of the Tabber.

TAB POSITION ADJUSTMENT KNOB — Adjusts the position/angle of the Paper Sensor, which in-turn adjusts the fold position of the tab.

Clockwise = more tab area on bottom
Counterclockwise = more tab area on top

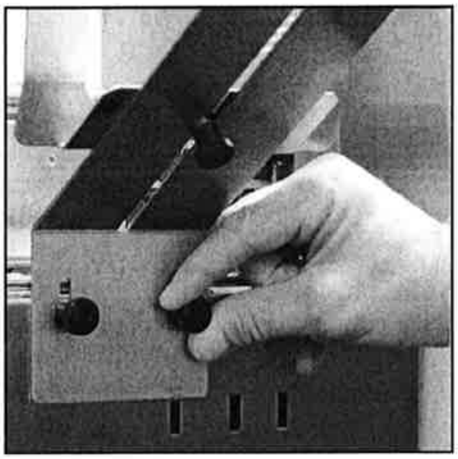
Tip: Start with Knob turned fully clockwise. Test and adjust from there.
Do not over tighten this Knob.

SECTION 2 – ASSEMBLY

Stand-Alone Mode

Note: This process assumes you will be using the system as a "stand-alone" Tabber.

1. Attach the Rear Paper Support using the two thumbscrews and washers provided.

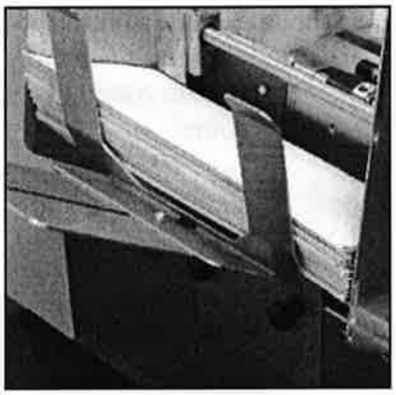


   The finger on the bottom edge of the Paper Support must be inserted into one of the locator holes in the frame of the Tabber. The Paper Support is then secured to the frame with the thumbscrews, as shown.

   When double tabbing: Set the Paper Support to the far left locator hole. This will center the Paper Support on the Tabber.

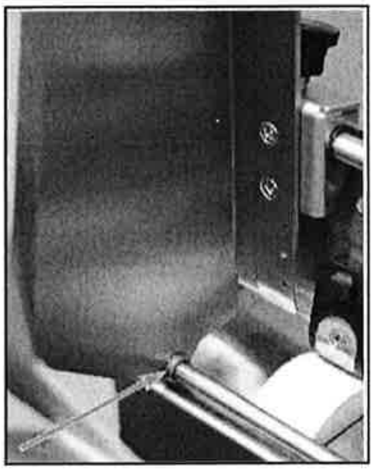
   When single tabbing: The Paper Support can be positioned in any of the other locator holes. Try to position the Paper Support so it is centered on the media you are feeding.

2. Install the Paper Support Rest onto the Rear Paper Support, using the thumbscrew and washer supplied.



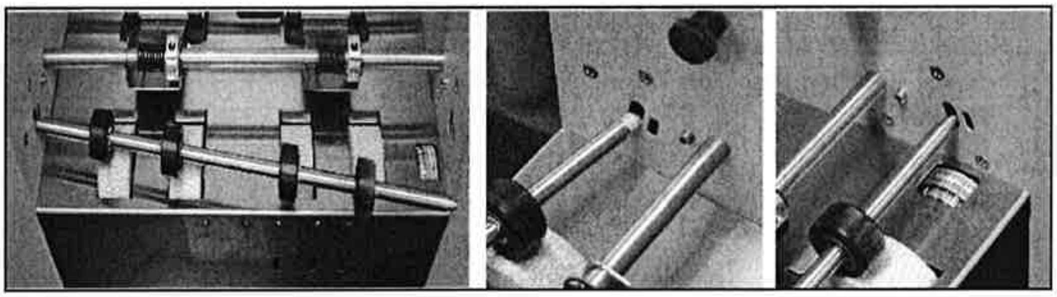
   Two Paper Support Rests are included with the Tabber. The Narrow rest is for media 6.25" wide or less. The Standard (wider) Wedge is for all other media.

3. Attach both Media Side Guides to the unit as shown. The bottom of the Media Side Guide fits into the brass bushing, on the shaft, as shown.



   The Guides are secured to the mounting blocks using the two Philips head screws, supplied.

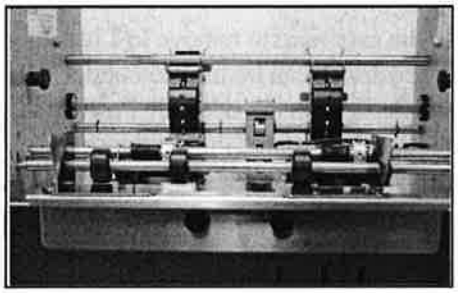
4. **Install the In-Line Roller Assembly.**



Install the flat end of the shaft first and then insert the pointed end of the shaft.

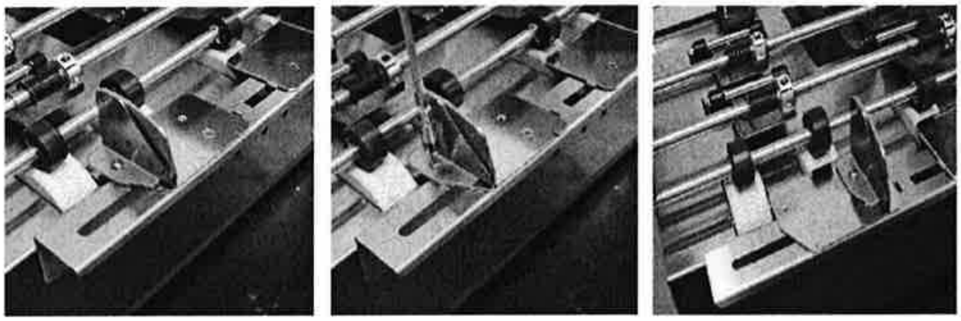
Important! Make sure the shaft ends are inserted under the spring wire (located behind the sidewall). When you insert the pointed end of the shaft, the spring wire will lock the shaft in place.

5. **Install the In-Line Guide Assembly.** The In-Line Guide Assembly can be attached to a number of mounting locations, along the front wall of the Tabber; using the two thumbscrews and washers; as shown above.



When Dual Tabbing; the Guide Assembly should be installed so it is centered on the unit.

When Single Tabbing; the Guide Assembly can be offset to the right, to better accommodate the media feeding location.



When Tabbing Narrow Pieces (3.5" minimum); the Vertical Guide needs to be moved to the second notch on the right.

External Feeder Control Setup

CAUTION

THIS PROCESS SHOULD BE PERFORMED BY A QUALIFIED SERVICE PERSON. PLEASE CONTACT YOUR LOCAL DEALER FOR TECHNICAL HELP.

THE INFORMATION PROVIDED IN THIS SECTION IS FOR USE BY THE TECHNICIAN.

WARNING

BEFORE PERFORMING THIS TASK, DISCONNNECT THE TABBER FROM ITS POWER SOURCE!

Transport Stop Delay Feature:

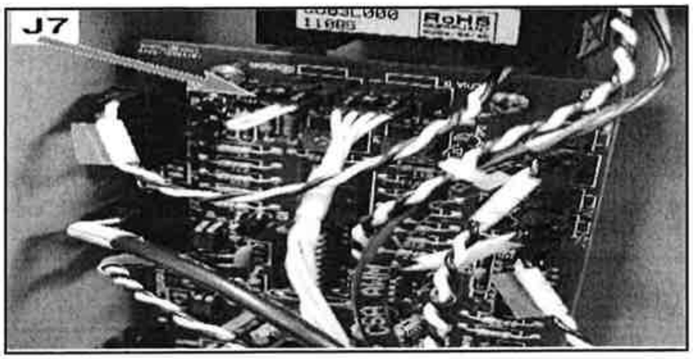
This feature allows the Tabber to continue to cycle the Transport System for a few seconds, before the Tabber Transport stops. When used with an external Feeder; this feature is useful to clear the Tabber of material before it stops.

- **When the Feed Button is pressed to start the system:** the Tabber Transport System is engaged. At the same time the Tabber sends a signal to the external Feeder, to start the Feeder.
- **When the Feed Button is pressed again to stop the system:** the Tabber sends a signal to stop the Feeder, but the Tabber Transport continues to cycle for a few additional seconds. This process clears the Tabber of all media before it stops.

To enable the Transport Stop Delay feature: Jumper J7 must be removed from the Main PCB of the Tabber. Keep the Jumper in a safe place for possible future use.

To disable the Transport Stop Delay feature: Jumper J7 must be installed on the Main PCB of the Tabber.

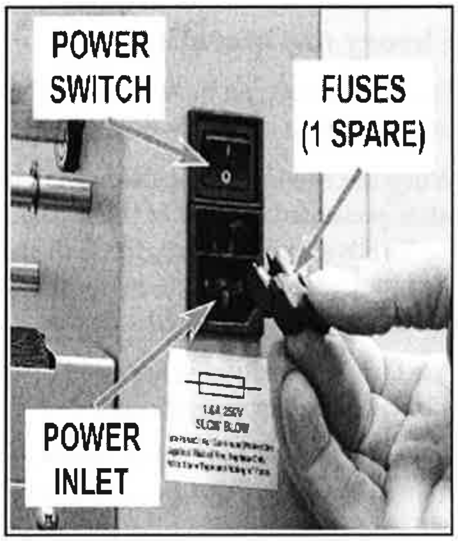
Remove Control Panel Cover (2 screws on top and 2 screws on the bottom) to gain access to the Main PCB.



Jumper J7 installed = "stand-alone" mode (no delay in Tabber Transport stop.)

Jumper J7 removed = "in-line" mode (3 second delay in Tabber Transport stop.)

Connecting Power

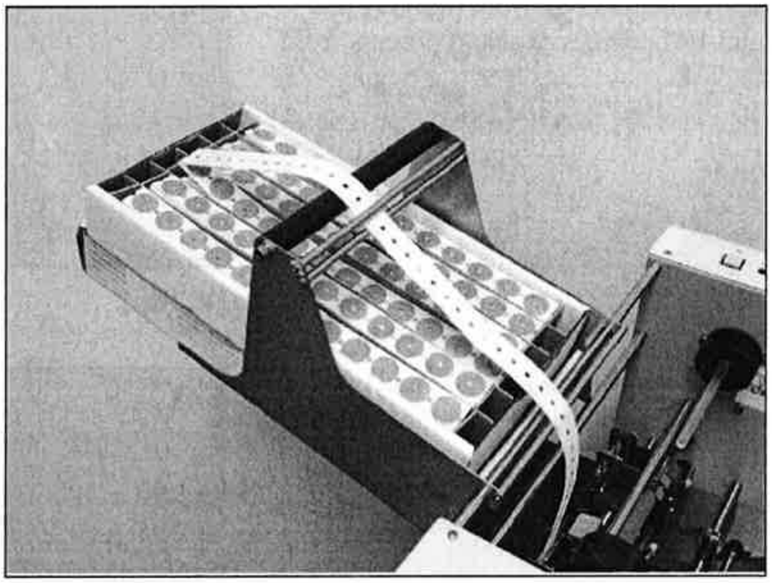


1. The ATS-9800 is manufactured for use on a specific AC voltage source. Before connecting the power cord to the Tabber; verify that you are connecting the unit to a compatible AC voltage source. See serial tag for the voltage rating of your unit.
2. Verify that the ATS-9800's Power Switch is in the OFF (0) position.
3. Plug the power cord, supplied, into the power receptacle; as shown.
4. Plug the other end of the power cord into the wall outlet.
5. To protect the unit from possible power line surges or spikes; it is recommended that you attach the Tabber to suitable surge/spike protector.
6. To replace the fuse, unplug the power cord from the Power Inlet, depress the tab on the bottom of the Fuse Holder and remove the Fuse Holder. Replace the fuse and return the Fuse Holder to the socket.

CAUTION
DO NOT USE AN ADAPTER PLUG OR EXTENSION CORD TO CONNECT THE TABBER TO THE WALL RECEPTACLE. **DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.** **DO NOT USE AN OUTLET THAT SHARES THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.**

Loading/Threading Tabs:

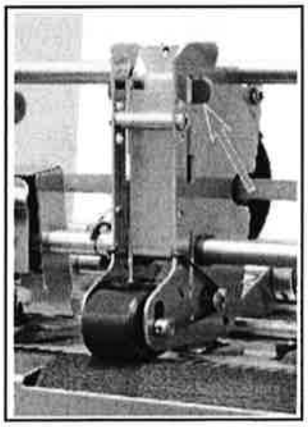
1. See the "Tab Stock Threading Diagrams" for additional help. Remove the lid from the box of tab stock. ***Tip:*** The box lid can be placed on the bottom of the tab box, for storage.
2. Slide the tab box into the Tab Box Tray, as shown.
3. Thread the tabs over the black plastic shaft and between the two metal shafts.



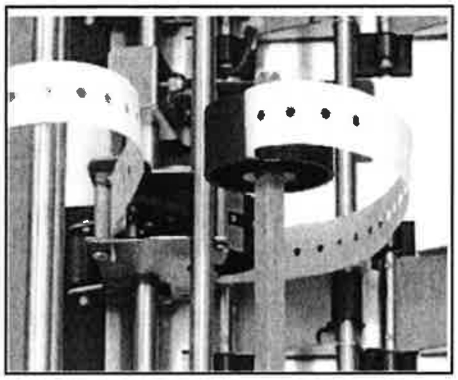
IMPORTANT! Verify Proper Tab Stock Orientation.

At this point, the tab side of the stock should be facing down, as shown above. If the tab side of the stock is facing up, then you must remove the tab box from the Tray, turn it around 180 degrees and restart from Step 1.

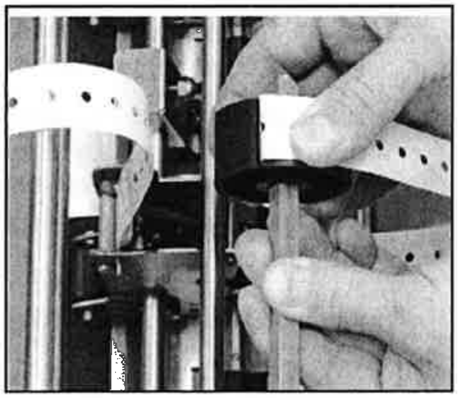
4. Remove the first 18 tabs from the backing, to create a leader.
5. Lift the Peel Bar to its "threading position". ***Tip:*** The Peel Bar locks into the upper and lower positions. Pull forward on the Peel Bar Locks, to release the Peel Bar, and slide the Peel Bar to the new position. When you release the Peel Bar Locks, the Peel Bar will lock into the new position.



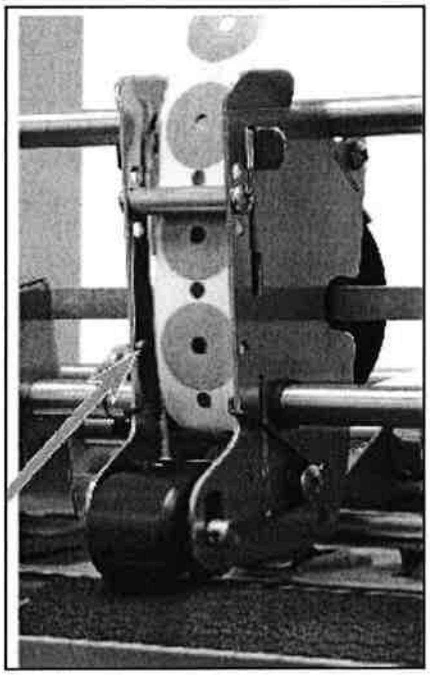
9. Bring the tab backing up around the back side of the Take-Up Spools and insert the end of the leader into the slit in the spool. **Tip:** Folding the tab backing, at the insert point, will help it hold onto the spool.



10. Advance the Take-Up Spool until you have removed the slack in the leader.

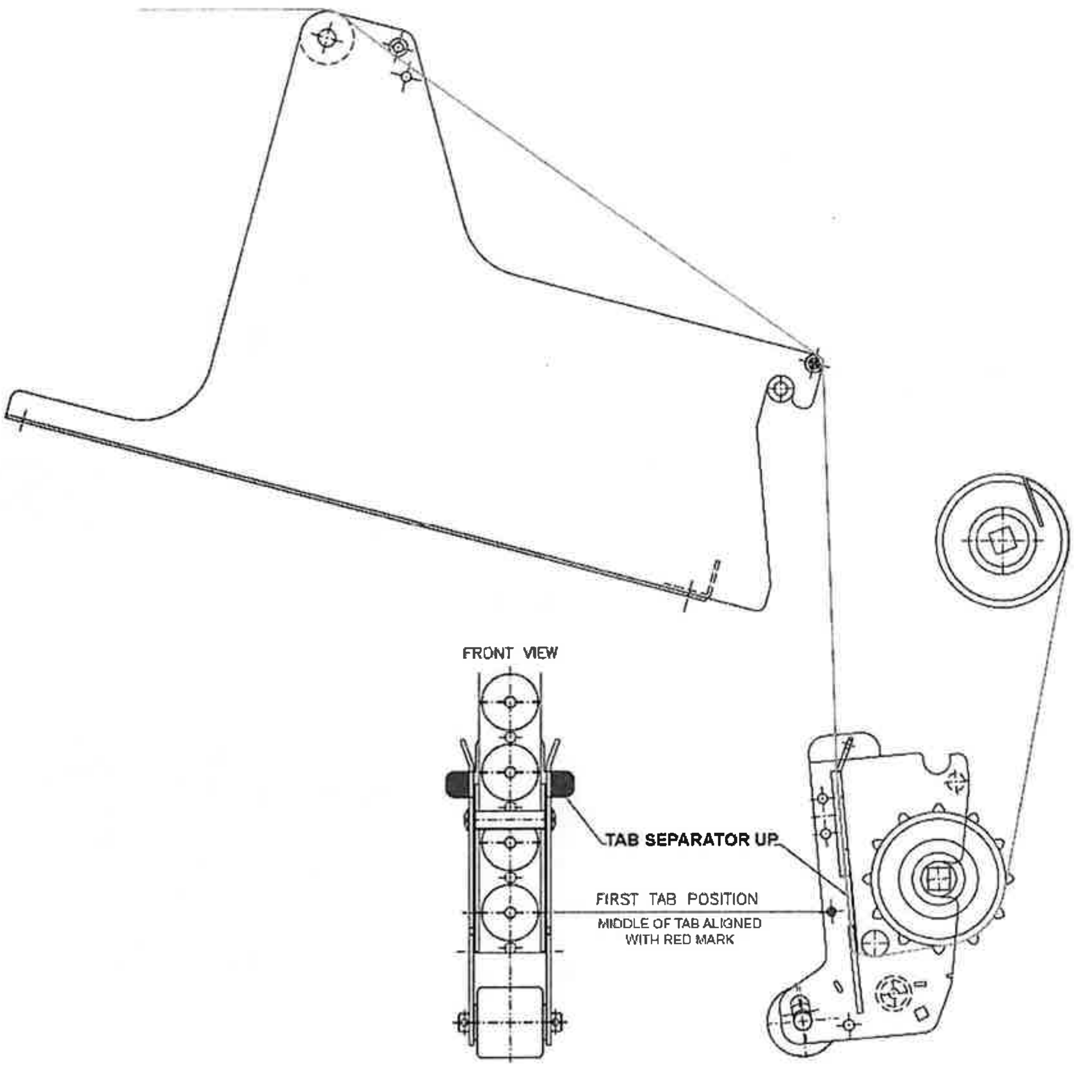


11. **Re-verify that the hole, in center of the first tab on the leader, is still aligned with the red dots at the inside edges of the Tab Drive Assembly.**



Tab Stock Threading Diagram (Peel Bar Up)

This is the "threading position" for the Peel Bar. The Peel Bar must be in this position before you can thread the tabbing stock.

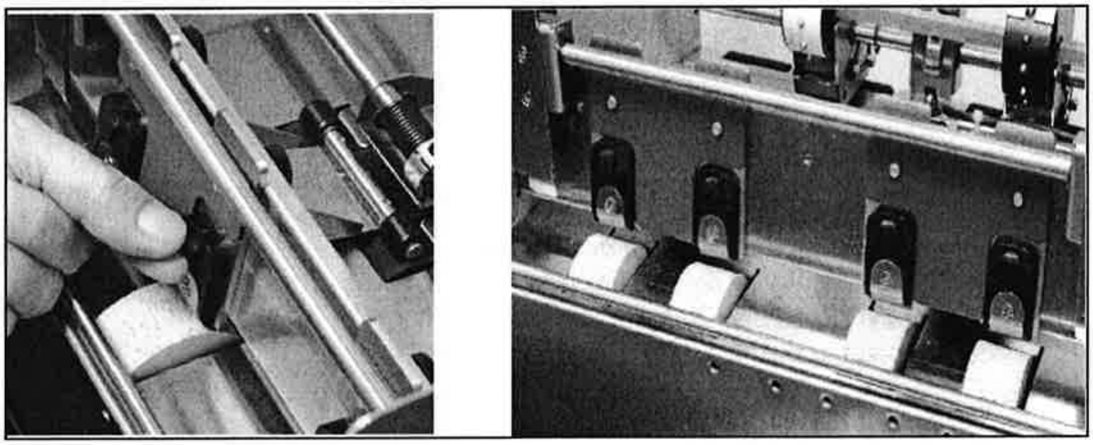


Setting Up the Feed System

Sheet Separation Adjustment

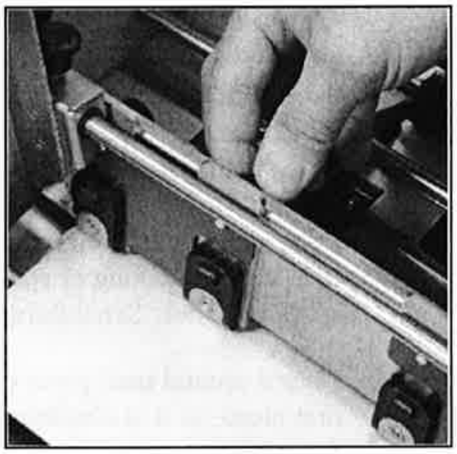
This procedure is used to insure that only one piece of media is fed at a time.

1. Move the Media Side Guides so that all of the Sheet Separators are accessible.
2. Loosen the locking screw and raise the Separator, then tighten the locking screw to hold the Separator in the up position. Repeat this step for all four (4) Separators.



3. Place a single piece of media under the Separators. The media should be positioned at the approximate location that you plan to feed the media through the Tabber.

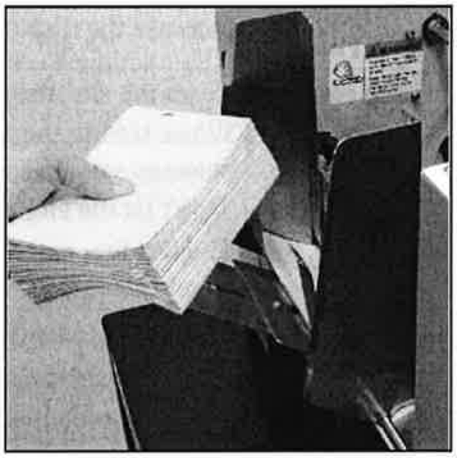
   On the Separators that have media beneath them; loosen the separator locking screws, just enough to allow the Separators to drop freely against the media. Then tighten the locking screws.



CAUTION
Be sure that unused Separators are locked in their raised position. If not, they will rub on the Feed Rollers, causing transport problems and damage to the Rollers and Separators.

Loading Media

When placing media into the Tabber, it is important to follow these steps.



1. Start by placing a single mail piece into the feed section, so that it is touching or starting to feed under the Sheet Separators.
2. Fan the stack of material so the bottom pieces are closest to the separation point, as shown. Then carefully place the stack into the Hopper.
3. Additional pieces can be placed onto the stack, as described in the above step.
4. If the Tabber runs out of material, be sure to reload the Tabber beginning with Step 1.

Media Transport Test (Paper Feed)

Take the time to verify proper media transport before trying to tab. **If the media doesn't feed correctly, it will not be tabbed correctly.**

Proper Media Transport:

- One piece of media is fed at a time.
- A gap of at least 1 inch is visible between each piece of media.
- Media is feeding straight.

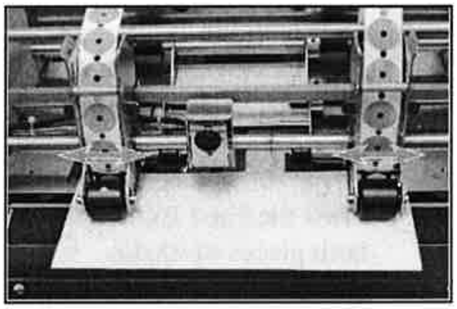
1. Start by placing one piece of media into the Hopper, so it is against the Separators.
2. Place a handful of media on top of the piece already in the Hopper. **NOTE:** When placing material into the Hopper, ensure that it is fanned so the bottom pieces stick out further than the top pieces. See "Loading Media".
3. Make sure the Tab button is "OFF' (*not illuminated*), and then press the Feed Button to start feeding.

Adjusting the Tab Position

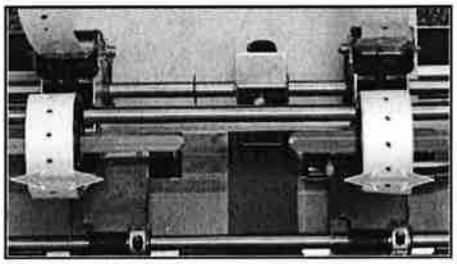
Horizontal Tab Positioning

Obtain the horizontal tab position needed by sliding the Tab Drive Assemblies to the desired position.

1. If the TAB Button is illuminated, turn it off by pressing the TAB Button.
2. Set the Speed Control Dial to set up. Feed a single piece of media into the Tabber and stop it as it is just starting to travel under the Exit Rollers, as shown. This can be accomplished by pressing the FEED Button again to stop feeding the media.
3. Slide the Tab Drive Assemblies to the desired tab position. The Black Roller, located at the bottom of the Tab Drive Assembly, can be used to approximate the location that the tab will be applied to the media.



4. Adjust the positions of the Take-Up Spools so they are aligned with the Tab Drive Assemblies.



SECTION 4 -- TROUBLESHOOTING

Tabbing Problems:

Problem	Possible Cause
Tab Fold Placement Inconsistent	■ Tabs not threaded correctly. With Peel Bar down; space ***between*** tabs should align with red marks on side-walls of Tab Drive Assembly. ■ Rollers dirty, glazed or worn. ■ Media feeding skewed.
Too Much Tab is Applied to Top of Media; even when Tab Fold Adjustment Knob is turned fully clockwise.	■ Tabs not threaded correctly. With Peel Bar down, space ***between*** tabs should align with red marks on side-walls of Tab Drive Assembly.
Horizontal Tab Placement Varies or Tabs Not Evenly Applied	■ Media feeding skewed. ■ Media Side Guides loose.
Multiple Tabs Placed on Single Piece of Media	■ Media Sensor dirty. ■ Dark (non-reflective) area on top side of media. Try flipping media over.
Media Feeds Without Tabbing	■ Tab function (Tab Button) not turned ON. ■ Out of Tabs. ■ Tabs threaded incorrectly. Tabs must face out as viewed from exit end of unit. ■ Tabs not peeling off backing. ■ Separation set too light - No gap between pieces. ■ Media Sensor dirty/damaged. ■ Media positioned incorrectly; missing Sensor. ■ Fuse F2 on Main PCB is blown. Contact your local dealer for technical support.
Tabs are Dispensed When No Media is Feeding Thru Unit	■ Media Sensor and area below Sensor may need to be cleaned. See Maintenance Section. ■ Bright light interfering with Media Sensor function.
Tab Doesn't Seal Tight Against Leading Edge of Media.	■ Leading edge of media is not staying tightly closed when it hits tab. ■ Poorly folded media.
Tab does not stay attached to Media	■ Not enough tab wrap around media edge, consider using a rectangular tab ■ Some media surfaces are not acceptable for self adhesive tab stocks.
Leading Edge of Media is Crushed by Tab	■ Tab is too difficult to bend/fold, for the media being used. Try using translucent tabs. ■ Media is too light (flimsy) for crash tabbing. Must use heavier media.

SECTION 5 – MAINTENANCE

This section describes maintenance that an experienced operator can perform. If service or maintenance is needed, beyond what's described in this document, please contact your local dealer to obtain service and support for your Tabber.

Service should only be performed by a qualified service professional.

Cleaning

WARNING

BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE TABBER FROM ITS POWER SOURCE!

In order to help maintain proper function; the Tabber must be cleaned regularly. **Unplug the Tabber from the wall outlet before cleaning.**

The frequency of cleaning will depend on the amount and type of media being run through the Tabber. A Tabber that is used less frequently may only need to be cleaned once a week. A Tabber that is being used heavily, or being used with media that contains a lot of dust or ink residue, may need to be cleaned more than once a day.

- **Visible areas:** Best cleaned with a vacuum that has a soft brush attachment to help loosen the dust particles.

Tabber Body

The covers of the machine may be cleaned with any standard non-abrasive household cleaner that does not contain plastic-harming solvents.

CAUTION

NEVER SPRAY OR POUR CLEANERS DIRECTLY ON OR INTO THE TABBER. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.

APPENDIX -- SPECIFICATIONS

ATS-9800 Dual Tabber

Dimensions:	10.5" W x 19" D x 15" H
Speed:	Up to 22,000 pieces per hour (8.5" tri-folded mailer)
Weight:	40 lbs
Media Size:	Minimum (L x W): 3.5" x 5.5" Maximum (L x W): 9" x 12"
Media Thickness:	Up to 1/8"
Tab Size:	13/16" x 13"/16" to 13/16" x 15/16"
Tab Materials:	Clear, Translucent, or Paper
Tab Tray Capacity:	5,000/sleeve; 30,000/box
Counter:	5-digit LCD (operator resettable)
Feeder:	Built-in Bottom Fed Friction Feed (Hopper Removable to Run In-Line)
Feeder Capacity:	Up to 300 Tri-Folded Mailers
Electrical:	110VAC 60Hz or 220VAC 50Hz I lA
Options:	Fanfold Tabs, Conveyor/Stacker/Dryer, Drop Tray

Specifications subject to change without notice.